



AGENDA
EXECUTIVE COMMITTEE MEETING
FRIDAY, FEBRUARY 7, 2014, 9:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee Meeting. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

B. ANNOUNCEMENTS/PRESENTATIONS

1. Next Committee Meeting: Friday, March 7, 2014, 9:00 a.m.
Omnitrans Metro Facility

C. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

D. POSSIBLE CONFLICT OF INTEREST ISSUES

N/A

E. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – January 7, 2014
2. Operations Safety & Security Informational Brief - Presentation

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F. BOARD BUSINESS

Closed Session

1. Existing Litigation, pursuant to Government Code Section 54956.9(a), Robert Miller v. Omnitrans, San Bernardino County Superior Court, Case Number CIVDS1400420

G. REMARKS AND ANNOUNCEMENTS

H. ADJOURNMENT

Omnitrans will use the report for further exploration in preparation of the Fiscal Year 2015 budget. The objective of the assessment was to look at the management structure and position function of the Senior Leadership Team and benchmark it with twenty similar size transit agencies throughout the nation, many of which were included in the Comprehensive Operational Analysis, the performance audit, and some were selected from the American Public Transportation Association's reference books. From the initial list of twenty, the list was reduced to thirteen agencies that were outperforming Omnitrans in one or more of the performance indicator categories. Finally, this short list was used to develop the best practices that might be applicable to Omnitrans. Mr. Schwartz emphasized that the assessment focuses on issues, alternatives and scenarios that will be discussed and possibly considered during the upcoming budget process.

The agencies used for the assessment included similar sized agencies that provide bus, bus rapid transit and demand response service, with similar service area population size and service area characteristics. While the emphasis was placed on agencies located in the southwest, agencies from Texas, Florida, Midwest, Northeast and the Pacific Northwest were also included in the assessment.

There were three criteria used in developing the alternatives for consideration: Federal/State regulations, Malcolm Baldrige criteria for performance excellence and the best practices identified in examining the thirteen transit agencies.

Each category in the assessment includes an issue statement and identifies alternatives on how one or more of the 13 agencies handle the function. It is these alternatives that will be looked at further by the Interim CEO/General Manager in developing recommendations for the Board's consideration.

Mr. Schwartz reviewed the various alternatives and scenarios identified in the assessment and responded to questions posed by the Committee Members. He emphasized that because of the flat funding projections for the next several years, while there were alternatives developed that added to the organization structure, direction was provided by the Interim CEO/General Manager to develop alternatives that do not.

Four critical success factors to be considered moving forward:

- 1) Reduce direct reports to CEO/General Manager from ten down to three to five – This would provide for more focus on strategic planning, agency funding and external relationships with stakeholders.
- 2) Resource Sharing – Organizational changes should facilitate the opportunity to offset personnel expenses by providing services to other transit agencies
- 3) Enhance organizational checks and balances
- 4) Develop complementary skill sets to generate symmetry in functional areas
- 5) Proactive approach to succession planning

Board Chair Wapner thanked Mr. Schwartz for the presentation and directed the Interim CEO/General Manager to refine and develop a solid recommendation, with possibly one

option, to bring back to the Executive Committee for review prior to forwarding to the Board of Directors for consideration.

E. BOARD BUSINESS

The Committee adjourned to Closed Session at 9:54 a.m.

Closed Session

1. Consideration of Appointment of CEO/General Manager pursuant to Government Code Section 54956(b)(1)

The Committee reconvened to Open Session at 10:28 a.m. Board Chair Wapner announced there was no reportable action taken during Closed Session.

F. ADJOURNMENT

The Executive Committee adjourned at 10:28 a.m. The next Executive Committee Meeting is scheduled Friday, February 7, 2014, at 9:00 a.m.

Prepared by:

Vicki Dennett, Assistant to CEO/General Manager